

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 33-361

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Communications and Information

***PUBLISHING PROCESSES AND
PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements the policy in Air Force Policy Directive (AFPD) 33-3, *Information Management*, and executes the guidance in Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. It provides guidance for developing, accessing and disseminating Air Force publishing products. It also provides information on ordering social protocol stationery as well as specialty products. It applies to all Air Force personnel who prepare and use publications and forms, including Air National Guard (ANG) units and Air Force Reserve. It must be used in conjunction with AFI 33-360. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication has been substantially revised to reflect changes in the guidelines for formatting Air Force guidance for final posting to the e-Publishing website. It redefines roles and

responsibilities within AFDPO as well as other entities, provides specific instructions for MAJCOM publications and forms managers, clarifies and outlines the process for requesting Forms Designer Training, provides detailed instructions for requesting printing support, includes specific information relating to various publications, and provides sample formats. A Publishing and Formatting Guide which provides specific instructions for submitting products for publishing is also included (see [Attachment 3](#)).

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Section A—Roles and Responsibilities

1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA). SAF/AA implements policy in AFPD 33-3 by issuing publications/forms and publishing process guidance.

1.1. Air Force Policy, Plans and Resources Directorate (SAF/AAX). SAF/AAX is responsible for establishing guidance and procedures for creating and processing publications and forms.

1.2. Headquarters Air Force - Information Management Directorate (HAF/IM). HAF/IM implements publications and forms management guidance issued by SAF/AAX.

1.2.1. Air Force Departmental Publishing Office (AFDPO). AFDPO oversees entire publishing operation; establishes and maintains the official e-Publishing website Air Force publications and forms; and manages the overall operation of the Customer Service Desk.

1.2.2. Plans and Programs Branch (AFDPO/PPX).

- 1.2.2.1. Develops the AFDPO publishing process for publications and forms at the departmental level.
- 1.2.2.2. Provides support of electronic publishing activities.
- 1.2.2.3. Synchronizes all training and implementation of new publishing systems and electronic publishing software.
- 1.2.2.4. Provides forms designer training. Conducts hands-on classroom training and develops on-line Computer-Based Training (CBT) which is available to customers Air Force wide.

1.2.3. Product Development Branch (AFDPO/PPP).

- 1.2.3.1. Is the publications/forms manager for departmental publications.
- 1.2.3.2. Reviews and coordinates on proposed departmental publications and forms management guidance.
- 1.2.3.3. Is the verifying official for AF Form 1846, *Request for and Record of Organizational Account*, originating from the HAF (Secretariat and Air Staff) offices.
- 1.2.3.4. Provides direct support to Air Force-level publications and forms OPRs.
- 1.2.3.5. Supports publishing of wing level and above publications and forms.
- 1.2.3.6. Establishes publishing process standards and methods for analyzing, reviewing, designing, controlling, producing and maintaining all forms and all other publishing products initiated within the Air Force. AFDPO does not provide editing service for publications.
- 1.2.3.7. Maintains electronic files of publications and forms.
- 1.2.3.8. Posts updates to electronic and physical product information via the Product Announcement.
- 1.2.3.9. Posts electronic product details to the e-Publishing website.

1.2.4. Procurement/Distribution Branch (AFDPO/PPL).

- 1.2.4.1. Manages the overall operation for physical (printed) publishing products (publications and forms) to include on-line ordering for physical products and distribution from the Air Force Publishing Distribution Center (AFPDC):
- 1.2.4.2. Physical repositories.
- 1.2.4.3. Provides distribution service for physical products for Air Force, MAJCOM, FOA, and DRU not yet digitized or capable of being digitized.

2. HAF Publications and Forms OPRs. Author and coordinate publications and forms complying with guidance in this publication and AFI 33-360 prior to submitting to AFDPO for publishing.

3. Organization Commander/Director. Appoints an Organizational Account Representative (OAR) to manage controlled publications/forms. When classified and For Official Use Only (FOUO) publications and accountable forms are needed to perform the organization's mission,

the organization commander signs the AF Form 1846, to approve appointments of OAR and an alternate. The OAR can be designated at the lowest level necessary to accomplish the mission.

4. Field Publications/Forms Manager.

- 4.1. Is the verifying official for AF Form 1846 originating from the installation.
- 4.2. Is the primary focal point (at their level) for Air Force Publications and Forms Management.
- 4.3. Implements the procedures in this manual.
- 4.4. Reviews publishing products prior to forwarding them to AFDPO. **NOTE:** AFDPO will return publishing products that are not properly formatted or not in compliance with AFI 33-360.
- 4.5. Submits publishing products via the Community of Practice (CoP) to AFDPO for formatting and posting.
 - 4.5.1. To access the CoP folder structure, the Publication and Forms Managers at all levels will provide a Department of Defense (DD) Form 2875, *Systems Authorization Access Request*. The CoP is located at: <https://www.dmv.af.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=AF-SC-01-35>. For more information about accessing the CoP, see **Attachment 3**.
 - 4.5.1.1. Completes DD Form 2875, Part I (Except block #2), Part II, and blocks #17 thru #20. Forms can be transmitted via email to AFDPO Webmstr@pentagon.af.mil, or by fax to DSN 754-2387 or COMM (202) 404-2387, ATTN: AFDPO-Webmaster.
- 4.6. Serves as the liaison to the CoP.
- 4.7. Establishes procedures to notify the OPR when a publication or form is officially published.
- 4.8. Ensures record sets, both physical and electronic, are maintained in accordance with AFI 33-360 and AFMAN 33-363 and disposed of in accordance with the AF RDS in AFRIMS. Ensures OPRs who develop official publications comply with AFI 33-360.
- 4.9. Monitors and replenishes the stock of their MAJCOM physical products stored in the AFPDC.
- 4.10. Provides input for the Product Announcement in the prescribed format.

5. Organization Account Representative (OAR).

- 5.1. Obtains controlled forms and publications for the organization.
- 5.2. Notifies the organization's system administration personnel that the organization's address should be included in the base local area network to provide the organization access to electronic products.
- 5.3. Maintains accountability for controlled products.
 - 5.3.1. Ensures accountable receipts for either classified documents or accountable forms are signed and returned to the AFPDC. **NOTE:** Accounts will be suspended if document receipts are not returned by the suspense date indicated on the document receipt.

5.3.2. Establishes and maintains a centralized method of control for all accountable forms to include the quantity received, complete serial numbers, the date issued, used, or destroyed. Destroys the records after removal from the active file in accordance with the AF RDS.

5.3.3. Records destruction of accountable forms on an AF IMT 310, *Document Receipt and Destruction Certificate*. Destroy two years after last serially numbered form in series has been issued according to Air Force RDS.

5.3.4. Establishes and maintains local procedures for disposing of excess stock (follows guidance in DoD 5200.1-R/AFI 31-401, *Information Security Program Management*).

5.3.5. Reviews product announcements for the organization.

5.3.6. Maintains information about the AF Form 1846 account for alternate and replacement personnel.

5.3.7. Stores accountable blank forms as directed by MAJCOM or FOA publications/forms manager.

Section B—Publications and Forms Processing

6. Required Format for Processing Air Force Publications. AFDPO requires certain format specifications to process various publications for posting to the e-Publishing website. Guidelines must be followed to accommodate the formatting software tool (see [Attachment 3](#)).

6.1. AFDPO may require the OPR to submit publishing products in various formats such as .pdf files and metadata for unique products (i.e., visual aids). Policy Memorandums (PMs), Guidance Memorandums (GMs) and Supplements to DOD issuances are required in camera ready Word format so AFDPO can apply the published date as they post.

7. Publication/Form Action Requests. An AF Form 673 must accompany all action requests sent to AFDPO AFDPO-PPP@pentagon.af.mil which is defined in AFI 33-360 before a departmental publication/form will be processed or posted. An AF Form 673 must be on file with the appropriate level publishing manager for each publishing request for non-departmental publishing products.

8. Submitting Departmental Publications for Processing and Posting to the e-Publishing Website:

8.1. OPRs must utilize the Product Review Checklist prior to submitting products to AFDPO for processing and posting to the e-Publishing website (see [Attachment 4](#)).

8.2. Send all draft publications, AF Form 673, and associated files via email to AFDPO, AFDPO-PPP@pentagon.af.mil for processing. See [Figure 1](#) for email format. Ensure all files associated with the publication are included in the e-mail request. The file names must adhere to the established naming convention. **NOTE:** It is the OPR's responsibility to identify and place figures, tables, and graphics in the integrated file where they are to be printed. The OPR must also provide separate source graphics files in ".tif", ".jpg", ".gif" format for each figure or graphic used in the publication.

8.3. Emails sent to AFDPO-PPP@pentagon.af.mil should include the information listed in [Figure 1](#).

Figure 1. Departmental Publications E-mail Content and Format.

To: AFDPO-PPP@pentagon.af.mil

Subject: (Publication Title) is ready for processing

Publication Type and Number (Short Title):

Publication Title (Long Title):

Number of Pages:

Supersession Information:

Special Instructions if required (e.g., Releasability restriction and FOUO)

OPR Office Symbol:

OPR Name of POC:

OPR workflow email address:

OPR Phone: DSN and/or Commercial

9. Submitting Field Publications for Processing and Posting to the e-Publishing Website.

9.1. Field publications/forms managers must utilize the Product Review Checklist prior to submitting products to AFDPO for processing (see [Attachment 4](#)). They will ensure all publishing requests conform to AFI 33-360 guidance before they are sent to the AFDPO CoP site.

9.2. Field publishers will submit files for processing by way of the CoP site. **NOTE:** Files must not be sent via e-mail. To access the CoP site, send an e-mail to the AFDPO webmaster at AFDPO-webmstr@pentagon.af.mil. When field publishers have placed publications on the CoP site, they will send a separate e-mail for each request to AFDPO-CTO@pentagon.af.mil advising the file is ready for processing (see [Figure 2](#)).

Figure 2. Field Publications E-mail Content and Format.

<p>To: AFDPO-CTO@pentagon.af.mil</p> <p>Subject: (Publication Title) is ready for processing</p> <p>The following product listed below has been reviewed and placed on the <u>CoP</u> in the MAJCOM /Unit name New Folder and is ready to be processed:</p> <p>Publication Type and Number (Short Title) :</p> <p>Publication Title (Long Title):</p> <p>Number of Pages:</p> <p>Supersession Information:</p> <p>Special Instructions if required (e.g., <u>Releasability</u> restriction and FOUO)</p> <p>OPR Office Symbol:</p> <p>OPR Name of POC:</p> <p>OPR workflow email address:</p> <p>OPR Phone: DSN and/or Commercial</p>
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10. Departmental Form Development.

10.1. When a requirement exists to collect information, OPRs and local forms managers will develop a form. The local forms manager will ensure the new form will not duplicate an existing form. All forms will be developed using the mandated Air Force forms designer software.

10.2. Forms may only be prescribed in directive publications.

10.3. Submit requests to develop forms via email to AFDPO-PPP@pentagon.af.mil with the properly completed and coordinated AF Form 673. The request should include a MS Word or Adobe .pdf draft of the form. The proposed form will be designed using Air Force forms designer software. Once form is designed, forward the unlocked form (“.xhdl”) file and locked form (“.xhdl”) file. The unlocked and locked versions of the file may be included in the email or sent via the AFDPO CoP. After the form has been approved IAW with AFI 33-360, it will be posted on the website.

10.4. AFDPO issues and maintains a control log for each departmental form number assignment.

10.5. If the form has been designed by the initiating organization using the approved software, submit the .xhdl (_unlocked) and .xhdl (_locked) versions of the form.

10.6. If a new or revised publication prescribes forms, allow time to design, reproduce, and disseminate the new or revised form. Coordinate the proposed form with functional offices (see AFI 33-360).

11. Field Form Development.

11.1. Field Activities will design, license, complete the metadata, and lock their forms before submitting them to AFDPO for posting on the website. The unlocked and locked files must follow the file naming convention as detailed in Table A3.1. (e.g., ACC201_unlocked.xfdl; ACC201_locked.xfdl.)

11.2. Forward an e-mail to AFDPO-CTO@pentagon.af.mil with the word POST in the subject line. Also include the information listed in **Figure 3**. Field POCs and/or publishing managers are not required to send AFDPO copies of their AF Form 673; they are to keep them for their records.

11.2.1. Field Activities will forward the form to AFDPO via the CoP site. Ensure the email includes the information contained in Figure 3.

Figure 3. Forms E-mail Content and Format.

To: AFDPO-CTO@pentagon.af.mil

Subject: Form (Title as it is should be on the document) is ready for processing

Form Number (Short Title): e.g., USAFE 16

Form Title (Long Title): Title of Form

Number of pages:

Supersession Information:

Functional Code: (e.g., 2100)

Functional Series: (e.g., Maintenance)

RELEASABILITY: Only required when product is restricted.

OPR Office Symbol:

OPR Phone: (DSN)

OPR Name of POC:

OPR Org Email address:

Forms Manager:

Forms Manager Phone and Fax: (DSN)

Forms Manager's Email:

11.3. Save the form as an unlocked and locked form.

11.3.1. Unlocked:

11.3.1.1. Go to File – Save As

11.3.1.2. When the Dialog box comes up go to File name and add _unlocked to the File name then hit save. (e.g., AF3_unlocked.xfdl)

11.3.2. Locked:

11.3.2.1. Go to File – Export.

11.3.2.2. When open under the Export Destination expand (Other) and choose Export Lotus Form as Locked Form select next.

11.3.2.3. When the dialogue box comes up copy the information from the Source information line into the Destination line and change the word _unlocked to _Locked (On the Destination line only).

11.3.2.4. When the dialogue box comes up select Finish. If you have saved before, check the overwrite existing file and then select finish.

11.4. Field Activities will upload both the unlocked and locked form to the CoP site under their respective base. (Examples: **Locked:** USAFA 242_Locked.xfdl and **Unlocked:** USAFA 242_unlocked.xfdl) via the CoP.

12. Submitting Items for the Product Announcement. Product announcements inform users of new, revised, or obsolete electronic and physical products. Product announcements are issued bi-weekly and can be accessed under the Product Announcement link on the e-Publishing website. Publications/forms managers are responsible for forwarding information about their products to AFDPO to be included in the product announcement. Information for the product announcements must include product type and number (short title), long title product title, and date of product. Information received after the cut-off of a Product Announcement will appear in the next product announcement published. Product announcements must include product type and number (short title), product title (long title), and date of product. Product announcement information should be submitted via e-mail to AFDPO.PA@pentagon.af.mil. Ensure the email includes the information contained in **Figure 4**.

Figure 4. Product Announcement E-mail Format.

To: AFDPO.PA@pentagon.af.mil

Subject: Product Announcement

PRODUCT DESCRIPTION:

Product type and number (Short Title):

Product Title (Long Title):

Publication Date:

IC/AC/GM Date, if applicable

Status: i.e. post, rescind, certify current

OPR Name of POC:

OPR Office Symbol:

OPR Org Email Address:

OPR/POC DSN or Commercial Phone:

Section C—Procurement and Distribution Process

13. General Information.

13.1. The procurement and distribution process includes printing procurement, receipt, storage, retrieval, and dissemination of physical publishing products.

14. Requesting Printing Support.

14.1. Requests for printing support must be coordinated with AFDPO for funding approval prior to submitting the publishing product for final processing. See AFI 33-360 paragraph 2.21 for further guidance.

14.2. Requests for printing support must be submitted via an AF Form 673. OPRs must provide the justification on the AF Form 673.

14.2.1. When a publishing product requires color printing, the OPR must submit a memorandum signed by their 2-letter, a GPO Form 952, *Desktop Publishing Disk Information*, and a distribution list, if applicable. The memorandum should include the printing specifications.

14.2.2. OPRs are responsible for funding the printing of non-departmental level and miscellaneous publishing products.

15. Physical Product Storage and Distribution from the Air Force Publishing Distribution Center (AFPDC).

15.1. Field publications/forms managers who require AFPDC support for storage and distribution of their physical products should submit a written letter or email request to AFDPO prior to sending the product to the AFPDC. At a minimum, your request should contain the OPR, contact number, office symbol, product type and number (short title), product title (long title), date, requested delivery date and quantity to be stored. Upon approval of your request, AFDPO will provide you with specific labeling and bar coding requirements for the product type and number (short title), publication date, and quantity.

15.2. AFDPO will send a monthly inventory to the applicable MAJCOM publications/forms manager for MAJCOM products stocked in the AFPDC. Publications/forms managers shall thoroughly review this inventory listing for stock needing replenishment as well as to ensure the currency of products in stock. If a publications/forms manager determines that stock of their product needs to be replenished, they shall take the necessary measures to reorder stock and forward to the AFPDC.

15.3. Prior to sending new or reprinted products to the AFPDC, publication and forms managers must forward a copy of their printing documentation or a memo specifying the product type and number (short title), product title (long title), product date, OPR, due-in date, due-in quantity, and printing specifications to AFDPO at AFDPO-PPL@pentagon.af.mil. If the product is a revision, the Publications and Forms manager is responsible for providing disposition instructions for the existing stock (i.e., previous edition is obsolete, to be salvaged, is to be used until exhausted, etc.). **NOTE:** Only Publications/Forms managers are authorized to forward stock directly to the AFPDC.

16. Distribution of Classified Publications.

16.1. When distributing classified publications, the security procedures in DoD 5200.1-R/AFI 31-401 take precedence over all other procedural functions. See AFI 33-360 for further guidance.

16.2. Government agencies and other DoD components must request classified Air Force publications from the OPR. The AFPDC will not issue Air Force classified publications to other Services or government agencies without written approval from the OPR. The written approval must be in an official memorandum which includes the signature of the OPR or letter in .pdf format via e-mail.

16.3. Only the metadata for restricted products can be posted to the e-Publishing website. FOUO and other restricted products can only be obtained in electronic format via the warehouse management system (WMS) which is .mil restricted.

17. Obtaining Controlled Products. Organizational accounts are required for organizations and contractors requiring controlled products (FOUO or classified publications and storage safeguard or accountable forms). **NOTE:** Organizational accounts will be approved and issued for controlled products only.

18. Obtaining an Organizational Account.

18.1. Use an AF Form 1846 to establish an organizational account. Prepare the AF Form 1846 and retain a copy for your records. You must have a “.mil”, “.gov”, or “.edu” email extension to be approved for an organizational user account. Organization commanders must verify clearance level of any individual requesting access to classified material prior to appointment as the organizational account representative (OAR) or alternate. The OAR should complete and then send the approved AF Form 1846 to the organization's publishing office for signature of the Publications and Forms Manager and then forward to the AFPDC. You may submit the completed AF Form 1846 to the AFPDC by mail (8410 Kelso Drive Suite B, Baltimore, MD 21221), e-mail (AFDPO-AFPDC-Service@pentagon.af.mil), or fax to DSN 584-4629; Commercial: 410-687-3799. Once the AFPDC has processed the request, the account information will be sent to the OAR at the organizational e-mail address provided on the AF Form 1846. **NOTE:** Organizational accounts will be approved and issued for restricted (FOUO, accountable, storage safeguard and General Officer Protocol Stationery, Classified and Secret) products only.

18.2. Complete the AF Form 1846 as follows:

18.2.1. OAR Information. Identification boxes are used to identify your location. They are self-explanatory. The requesting official is the OAR.

18.2.2. Publications and Forms Manager signature.

18.2.3. The host base publications/forms manager. Their signature verifies to the AFPDC that the organization exists on the base.

18.2.4. The publications/forms manager official must return the form to the OAR who then sends the completed AF Form 1846 to the AFPDC via fax mail or email at (AFDPO-AFPDC-Service@pentagon.af.mil). For contractors requiring controlled products, the organization commander or the contracting officer will sign and approve the

AF Form 1846. This signature is the authorization for the organization to receive controlled products.

18.2.5. Account Number. Leave blank. The AFPDC will send the account number to the OAR via e-mail once the account request is approved and processed.

18.2.6. Account Validation. Upon receipt of the account information, the OAR **must** access the e-Publishing website to validate (register) the account.

18.3. How to Request Changes to an Organizational Account. All changes to an organizational account require the submission of a revised AF Form 1846. The OAR marks the revision block on the top of the form to indicate that the form is revised. The OAR also fills in the account number block when submitting any changes.

18.3.1. When the OAR changes, a **revised** AF Form 1846 must be submitted to the AFPDC. The only information required on the revised form is the new OAR information and signature and the approving official's name and signature.

18.3.2. When OARs need to add or delete an item from the organizational account or cancel the account, they must submit a **revised** AF Form 1846. The changes they request must be clearly identified on the form. Additions and deletions require the OAR and approving official's names and signatures. Notification of changes in the verifying officials should be sent to AFDPO/PPL at AFDPO-PPL@pentagon.af.mil.

18.4. Issuing Organizational Accounts to Contractors. Contractors' requests must be approved by the contracting officer and include the contract number and expiration date of contract. Additionally, you must have a ".mil" e-mail extension on the e-mail address to establish an organizational account. A contractor should not establish or request an organizational account for one-time issues or for unrestricted/unclassified physical products.

18.4.1. Contractors who have a ".mil" e-mail address can establish user accounts for unrestricted/ unclassified physical products.

18.4.2. Contractors who have a need for a one-time issue of physical products should obtain the needed items through their contracting officers. The contracting officer should request one-time issuances of physical products from the AFPDC by memorandum.

19. Air Force Contracting Officers.

19.1. Are responsible for approving the AF Form 1846, which authorizes contractors to order physical products. Contracting officers must verify clearance level of any individual requesting access to classified material prior to approving as OAR and alternate.

19.2. Ensure the AF Form 1846 includes the contract number, expiration date, and the list of physical products the contractor is authorized to use. If additional unrestricted/unclassified physical products are required or if the contract is extended, the contracting officer must provide written documentation to the AFPDC to substantiate and initiate an AF Form 1846 change action.

20. Obtaining Unclassified/Unrestricted Physical Products.

20.1. Individuals needing unrestricted physical products should request a user account via the e-Publishing website. You must have either a .mil, .gov, or. edu e-mail extension to be approved for a user account.

20.2. Requests for user accounts are submitted and processed on-line. Users should access the e-Publishing website at <http://www.e-publishing.af.mil> and choose the on-line ordering link on the home page. Users should then choose “Users who do not have an account, click here.” The user must *completely* fill out the form on-line. Users select their own user names and passwords during this process. It is important that users remember the user names and password they have selected. Should users forget either their user name or password, they may contact AFDPO Customer Service Desk, DSN 754-2400 for assistance. Once submitted, the requests will be processed within 24 hours. Users will be notified by e-mail that their request for an account has either been approved or disapproved.

20.3. The AFPDC will issue Air Force products only to sister Services and other government agencies. Non-government agencies must go through their respective channels to obtain DoD, GSA (Standard Forms), and other non-Air Force products.

20.4. Order physical products through the e-Publishing website via on-line ordering. The system automatically acknowledges orders, and customers can view the status of orders on-line (see **Attachment 2** for additional guidance).

20.5. AFDPO imposes a monthly maximum issue on each physical product stocked at the AFPDC. The maximum issue is based on the average monthly usage of each product. Users must provide written justification signed by their commander to order over the maximum issue.

20.5.1. If you need a one-time issue which exceeds the maximum issue, you will be able to submit your order for the quantity you need via on-line ordering. You must then fax a justification with your commander’s signature to the AFPDC within 1 week of placing your order. If you do not submit your justification your order will be cancelled or the quantity will be changed. You will be notified via e-mail of the status of your order.

20.5.2. If you need more than the maximum issue on a recurring basis, send a request through your MAJCOM publications/forms manager or the OPR for the product, as appropriate. Once we receive the approved request from either your publications/forms manager or the OPR for the product, we will waive the over maximum issue limit for your account for that particular product. You will be allowed to order the amount you were approved for on a monthly basis without having to go through the review process, however, additional amounts exceeding the recurring approval amount will require a justification letter. Please remember to include your account number, the product type and number (short title) of the product you will be ordering, Content Manager, and the quantity you will need to order each month in your request.

21. AFDPO Customer Service and Order Desk Service.

21.1. The AFDPO Customer Service Desk provides first tier customer support to all e-Publishing customers on all issues related to e-Publishing. This includes providing technical support related to e-Publishing on-line ordering applications and products and any other general questions related to e-Publishing. Submit requests for assistance via phone, fax, e-mail or regular mail. All customer calls and support requests will be logged, tracked and analyzed for improving e-Publishing operations as well as reports to management. The AFDPO Customer Service Desk will provide quarterly surveys to customers that are accessible via the e-Publishing website. The AFDPO customer service desk will evaluate

and route inquiries, as needed, for appropriate resolution to the other support services. The mailing address is AFDPO/PP, 3 Brookley Avenue Box 94, Bolling AFB DC 20032-5000. To submit customer service inquiries via e-mail send to: e-Publishing@pentagon.af.mil.

21.2. The AFPDC Customer Service/Order Desk provides on-line ordering customer service and organizational account request support. This includes acting in proxy for authorized non-connected users and providing research assistance. Their mailing address is AFPDC, 8410 Kelso Drive Suite B Baltimore, MD 21220-2898. To submit order desk inquiries via e-mail, contact afdpd-afpdc-service@pentagon.af.mil.

22. Document Automation and Production Service (DAPS). The e-Publishing website provides a link to DAPS for ordering bulk printing of electronic products. Alternatively, customers can order directly from their local DAPS office. **NOTE:** Funding for printing of publishing products may be centralized within your local publishing function. Contact your publications/forms manager for local procedures.

23. Sale to the Public. Physical products, which are not restricted, are available for sale to the general public from the Department of Commerce, National Technical Information Services (NTIS), 5285 Port Royal Road, Springfield, VA 22161-0001. The e-Publishing website provides a link to NTIS.

24. Purpose of Social Protocol Stationery. Social protocol stationery is used for an official social function when a general officer acts as host on behalf of the Air Force at an Air Force-sponsored function; or when a general officer participates in an official social function as an official representative of the Air Force.

25. How to Obtain Social Protocol Stationery. Protocol officers and executives may order stationery items through the e-Publishing website via their OAR or they may establish a separate organizational account representative for the sole purpose of ordering protocol stationery (see para 20). To establish a separate account, the requester must send an AF Form 1846 to the AFPDC. Requester must check the block marked "safeguard" for all social protocol stationery items. The general officer must sign the AF Form 1846. Social protocol stationery cannot be ordered for a visiting general officer or a retired General Officer. The general officer's executive or protocol officer is responsible for ordering and forwarding the stationery to the required location.

26. Stationery Items Available. The Air Force provides the following stationery items for official social functions. Do not use these items for any other official or personal purpose. The stationery has the general officer flag of the appropriate grade on the first sheet; the second sheets and envelopes do not. These items are printed using the offset printing method.

26.1. Invitations. Each package contains 250 invitations. Unit of requisition is box (BX).

26.1.1. AF Form 1900, *General's Invitation* (Preprinted Format).

26.1.2. AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format).

26.1.3. AF Form 1902, *Major General's Invitation* (Preprinted Format).

26.1.4. AF Form 1903, *Brigadier General's Invitation* (Preprinted Format).

26.1.5. AF Form 1937, *General's Invitation* (Blank Format).

26.1.6. AF Form 1938, *Lieutenant General's Invitation* (Blank Format).

26.1.7. AF Form 1939, *Major General's Invitation* (Blank Format).

26.1.8. AF Form 1940, *Brigadier General's Invitation* (Blank Format).

26.2. Note Paper. Each package contains 500 sheets of printed note paper. Unit of requisition is box (BX).

26.2.1. AF Form 1908, *General's Note Paper*.

26.2.2. AF Form 1909, *Lieutenant General's Note Paper*.

26.2.3. AF Form 1910, *Major General's Note Paper*.

26.2.4. AF Form 1911, *Brigadier General's Note Paper*.

26.2.5. AF Form 1912, *General Officer Note Paper Second Sheet*.

26.3. Place Cards. Each package contains 250 cards. Unit of requisition is box (BX).

26.3.1. AF Form 1904, *General's Place Card*.

26.3.2. AF Form 1905, *Lieutenant General's Place Card*.

26.3.3. AF Form 1906, *Major General's Place Card*.

26.3.4. AF Form 1907, *Brigadier General's Place Card*.

26.4. Envelopes. The envelopes are plain. Users may have official return address imprinted locally. **NOTE:** Because envelopes are procured separately. We will make every effort to match color, however, there is no guarantee that the paper color will match the stationery: Unit of issue is box (BX).

26.4.1. AF Form 1913, *Envelopes for Invitations* (250 per box).

26.4.2. AF Form 1914, *Envelopes for Note Paper* (500 per box).

27. Senior Executive Service (SES) Stationery. There are two stationery items along with envelopes available for members of the SES:

27.1. AF Form 3990, *SES Note Paper*.

27.2. AF Form 3991, *SES Invitation* (Blank Format).

27.3. AF Form 1913, *Envelopes for Invitations*.

27.4. AF Form 1914, *Envelopes for Note Paper*.

28. Who May Use the Stationery.

28.1. Assigned general officers may use stationery items at any Air Force component while on extended active duty, at the Air National Guard, and at the Air Force Reserve in a ready reserve status.

28.2. Retired General officers cannot use stationery items.

28.3. General officer selectees may order stationery items once notified of their effective date of promotion; however, brigadier general selectees may not use stationery items until officially promoted.

28.4. SES stationery items are available solely for use by members of the SES. SES selectees may order stationery items once notified of their effective date of promotion; however, they may not use stationery items until officially promoted.

29. Restrictions on Supplements Regarding Social Protocol Stationery and Forms.

29.1. Field activities will not supplement this section and will not consolidate or order command requirements for the forms.

29.2. Stationery items are not available from commercial sources.

29.3. Stationery items that the Air Force issues may not be sold.

29.4. Organizations will not order stationery merely to have it available for use by transient general officers.

30. Specialty and Unique Products. Specialty and unique products are products such as place cards, invitation cards, note pads, “club” stationery, etc.

30.1. These items are used only by Headquarters Air Force organizations. **Note:** SAF/AAF is responsible for ordering these products for the offices above, via the e-Publishing website.

30.2. All specialty and unique products will be listed by form numbers in the product index, located on the e-Publishing website. SAF/AAF must have an approved AF Form 1846 on file at the AFPDC listing all products to be ordered.

30.3. Special Secretary of the Air Force letterhead products are ordered by SAF/AAF and printed by AFDPO. SAF/AAF must supply the required artwork, specifications, and quantities of all new and reprinted specialty products.

30.4. A limited supply of (blue) headquarters letterhead stationery will be printed and stocked at the AFPDC; however, it does not take the place of the requirement to use the letterhead template provided.

30.5. All non-departmental, MAJCOM, and base letterhead will be printed by the local DAPS office and funded locally.

31. Ordering and Receiving Accountable Forms. Accountable forms are ordered via online ordering, however, users must have an approved organizational account (AF Form 1846) on file with the AFPDC authorizing issuance of specific accountable forms prior to submitting orders.

31.1. As soon as the OAR receives a shipment of accountable forms from the AFPDC, they should thoroughly check each form for proper serial number and compare the shipment with entries on the document receipt, which accompanies the shipment. If the inventory is correct, sign the original receipt and return it to the AFPDC within the required 45 days.

31.2. If there is any discrepancy, immediately report this to the AFPDC, by annotating the receipt with the serial numbers and the quantity received; sign the bottom and return it. If there is a loss of accountable forms for which the OAR is accountable, promptly start investigative procedures and report the circumstances through command channels to the OPR. The OPR is shown in the prescribing directive; also, read the directive to see if it gives any special instructions on how to report the loss.

32. Storing Safeguard and Accountable Forms.

32.1. Store blank safeguard forms in locked cabinets, security filing cabinets, secure rooms, or similar manner to ensure they are not accessible to unauthorized personnel. Store accountable forms in a locked cabinet in a locked room. Do not store in containers with classified material. Dispose of outdated controlled stock IAW AFI 31-401, *Information Security Program Management*. The accountable form must be destroyed and rendered unusable.

Section D— Training

33. Forms/Designer Training.

33.1. Forms Designer training schedules are posted on the website via AF Portal

33.2. MAJCOM-level Publishing Managers are required to submit an e-mail request for training to AFDPO on behalf of the student(s) via AFDPO customer service www.e-publishing.af.mil. The e-mail should list the student's name, e-mail address, DSN, organization and organization office symbol. Additionally, students will also need to provide the name and telephone number of an emergency POC.

33.3. Personnel requesting training within AFDPO must inform their unit security managers to initiate a visit notification request within the Joint Personnel Adjudication System (JPAS)/Joint Clearance and Access Verification System (JCAVS). AFDPO security manager(s) will verify attendee's clearance level, and other pertinent information.

33.3.1. AFDPO Security Manager Office (SMO) information is as follows:

33.3.1.1. SMO Code is: HH25FRPH.

33.3.1.2. SMO Name is: AFDPO/ Level 6.

33.3.1.3. SMO Location is: BOLLING AFB, DC.

33.3.1.4. AFDPO will verify that space is available and forward a confirmation e-mail that the student is registered for the course. **NOTE:** Space is limited to seven seats and reserved on a "first come, first served" basis.

33.4. If class is full, AFDPO will notify the MAJCOM-level Pubs Manager and place the individual(s) on a 'wait list' or place them in the next available class per the Publication Manager's request.

33.5. Within two-weeks of the class date, a final confirmation e-mail will be sent to the MAJCOM publishing managers as well as the student(s) who are registered for the class. **ONLY** those who respond to the e-mail requesting final confirmation will be considered registered for the upcoming class.

33.6. If the individual who is registered for the class does not respond/confirm, they will be dropped from the list and someone from the waitlist will be added.

33.7. There is no cost associated with the Forms Designer Training class; however, the cost of the TDY is unit-funded. Students are responsible for arranging travel. The Forms/Designer class is held Tuesday – Thursday. **Monday** and **Friday** are considered travel days.

33.8. Students are given lecture as well as several hands-on projects to complete.

33.9. Students are encouraged to bring forms from their office to work on during class “hands-on” time.

33.10. Upon completion, students fill out evaluation forms and receive their certificate.

33.11. Attire for training: Military members should report in “Uniform of the Day”. Civilian dress is business casual.

34. Forms Adopted. AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

35. Forms Prescribed. AF Form 1846, *Request for and Record of Organizational Account*

AF Form 1900, *General's Invitation* (Preprinted Format)

AF Form 1901, *Lieutenant General's Invitation* (Preprinted Format)

AF Form 1902, *Major General's Invitation* (Preprinted Format)

AF Form 1903, *Brigadier General's Invitation* (Preprinted Format)

AF Form 1904, *General's Place Card*

AF Form 1905, *Lieutenant General's Place Card*

AF Form 1906, *Major General's Place Card*

AF Form 1907, *Brigadier General's Place Card*

AF Form 1908, *General's Note Paper*

AF Form 1909, *Lieutenant General's Note Paper*

AF Form 1910, *Major General's Note Paper*

AF Form 1911, *Brigadier General's Note Paper*

AF Form 1912, *General Officer Note Paper Second Sheet*

AF Form 1913, *Envelopes for Invitations*

AF Form 1914, *Envelopes for Note Paper*

AF Form 1937, *General's Invitation* (Blank Format)

AF Form 1938, *Lieutenant General's Invitation* (Blank Format)

AF Form 1939, *Major General's Invitation* (Blank Format)

AF Form 1940, *Brigadier General's Invitation* (Blank Format)

AF Form 3990, *SES Note Paper*

AF Form 3991, *SES Invitation* (Blank Format)

AF Form 2519, *All Purpose Checklist*

AF Form 3126, *General Purpose* (8-1/2 x 11 inches)

AF Form 3130, *General Purpose* (11 x 8-1/2 inches)

AF Form 3131, *General Purpose* (11 x 8-1/2 inches)

AF Form 3132, *General Purpose* (11 x 8-1/2 inches)

AF Form 3136, *General Purpose* (11 x 8-1/2 inches)

AF Form 3137, *General Purpose* (11 x 8-1/2 inches)

AF Form 3153, *General Purpose Calendar* (11 x 8-1/2 inches)

WILLIAM T. LORD, Lt General, USAF
Warfighting Integration and Chief Information Officer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Information Management*, 28 March 2006

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 31 August 1994

DoD Regulation 5200.1-R, *Information Security Program*, 1 January 1997

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

CTO—Central Tagging Operation

DD—Department of Defense (as used on forms)

DAPS—Document Automation and Production Service

DoD—Department of Defense

DRU—Direct Report Unit

E-mail—Electronic Mail

e-Publishing—Electronic Publishing

FOA—Field Operating Agency

FOUO—For Official Use Only

HQ USAF or HAF—Headquarters United States Air Force

IMT—Information Management Tool

MAJCOM—Major Command

NTIS—National Technical Information Services

OAR—Organization Account Representative

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel since their misuse could jeopardize DoD security or could result in fraudulent financial gain or claims against the government. The unit receiving a request for accountable forms will inform the requester of this guidance.

Central Tagging Operation—The e-Publishing component in support of field level publishing activities that transforms electronic publications to Standard Generalized Markup Language, Extensible Markup Language, and other distribution formats. The central tagging operation also performs electronic supplement integration.

Document Automation Production Service (DAPS)—A "Fee-for-Service" organization that provides document automation products, bulk printing, and distribution services.

e-Publishing—Central website for accessing, viewing, downloading, and printing electronic products; physical products may be ordered from the e-Publishing website. Information on product development and links to other agency publications are also provided on the e-Publishing website (www.e-publishing.af.mil).

For Official Use Only Material—Unclassified material which qualifies for withholding from the public under one or more of exemptions 2 through 9 of the Freedom of Information Act (FOIA). (See chapter 4, Air Force Supp to DoD Regulation 5200.1.-R.) The OPR for the material will review requests to determine the material's releasability.

Form—A tool used for the collection, recording and extraction of standardized information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Metadata—A collection of information about a product that is loaded on the e-Publishing website.

New Publication—A publication never before issued in a given category.

On-Line Ordering—Air Force's one-stop shopping mall for all publications, forms, and other physical products that are ordered electronically via the e-Publishing website.

Para Zero level paragraph—Paragraph numbers without decimal points

Product Announcement—An information tool used to inform customers of product changes in the Air Force e-Publishing Program.

Product Index—A comprehensive central database index of all Air Force publishing products.

Product Number (Publication or Form)—Identification string that includes the applicability level of the product, product type, subject series (Pubs only), and control number. For example, AFI 33-360 is applicable departmentally (AF), type is an Instruction (I), subject series is Communications and Information (33), and has been assigned control number 360. AF Form 673 is applicable departmentally (AF) type is a form (Form), and has the control number 673.

Product Title (Publication or Form)—Identifies the title of the publication or form

Product Type—Term used to identify the level the product (publication or form) is issued and an abbreviated product name. For example, "AFI" identifies a product issued at the departmental level (AF) and the product is an Instruction (I); "ACCI" identifies a product issued at the

MAJCOM ACC level (ACC) and the product is an Instruction (I); “AETCSUP” identifies a product issued at the MAJCOM AETC level (AETC) and the product is a Supplement (SUP); AF Form” identifies a product issued at the departmental level (AF) and the product is a form (Form).

Program Manager—The individual responsible for the control, direction, or coordination of a group of things, tasks, or processes to be followed.

Publication—An officially produced, published, and distributed document issued for compliance, implementation, and or information.

Publications/Forms Manager—One who manages the publications and forms programs and recommends improvements to SAF/AA (through channels below MAJCOM or FOA level). Is the primary focal point for publication and distribution issues.

Publishing Process—The publishing process includes formatting, posting and storing electronic products; printing procurement for multi-color and unique physical products; the design of Air Force approved forms; and processing, storing, and disseminating physical products.

Publishing Product—The collective name given to publications and forms.

Repository—The AFDPO repository is the central server on which the aggregation of e-Publishing product files are kept and maintained. The files are maintained in a directory structure which is arranged by publishing organization.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Storage Safeguard Forms—These forms are not releasable outside DoD and require storage protections since they could be put to unauthorized or fraudulent use. The unit receiving these requests from non-DoD personnel returns them to the requesters stating that the Air Force controls these forms and that they cannot be released.

Attachment 2**ONLINE ORDERING ACCOUNT REQUEST INSTRUCTIONS****A2.1. Establishing a New General Online Ordering Account.**

A2.1.1. Log into WMS 2.0 at <https://wmsweb.afncr.af.mil/default.aspx>

A2.1.2. You will be prompted for your CAC card credentials to login (your PIN)

A2.1.3. Click ACCOUNTS

A2.1.4. Click MY PERSONAL INFORMATION

A2.1.5. Verify their PERSONAL INFORMATION is correct. If so, Click SAVE. If not, make necessary changes and SAVE.

A2.2. Establishing an Organizational Account Using the WMS-Generated AF Form 1846.

A2.2.1. All users that will be associated to an organizational account must complete the steps above in UPDATE USER ACCOUNT INFORMATION prior to submitting 1846 REQUEST.

A2.2.1.1. Click ACCOUNTS

A2.2.1.2. Click MY ACCOUNTS (if not already displayed)

A2.2.1.3. Click REQUEST 1846

A2.2.1.4. Fill out 1846 REQUEST form (see help for instructions)

A2.2.1.5. Click SAVE

A2.2.1.6. Print AF Form 1846. Route for proper signatures. Fax or email (digitally signed form only) to the AFPDC. Fax to: Commercial - 410-687-3799 or DSN 584-4269. Email to: afdpo-afpdc-service@pentagon.af.mil

Attachment 3

PUBLISHING AND FORMATTING GUIDE

A3.1. Submitting Publishing Products Via Community of Practice (CoP) to AFDPO for Formatting and Posting.

A3.1.1. For access to the CoP folder structure, the Publication and Forms Managers at all levels will provide a DD 2875, *Systems Authorization Access Request*. The CoP is located at the following URL:

A3.1.1.1. AFDPO Pubs and Forms - File Exchange System Community of Practice.

A3.1.1.2. <https://wwwd.my.af.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=AF-SC-01-35>.

A3.1.2. Completed DD 2875, Part I (Except block #2), Part II, and blocks #17 thru #20. Forms can be transmitted via email to Webmstr@pentagon.af.mil, or by fax to DSN 754-2387 or COMM (202)404-2387, ATTN: AFPDO/Webmaster.

A3.1.3. There is an ActiveX control that must be installed to upload multiple File and Folder to the CoP, please submit a trouble ticket to your local Helpdesk to have the control installed. The ActiveX control can be found in the Authoring Guidelines and CoP Training Guides folder.

A3.1.4. When you go to the MAJCOM / BASE / WING PUBS and FORMS » (AOR) » Status » 1_New folder and click on the Upload Tab you will see 'File to Upload' Section top left of the page, a link "Upload multiple files/folders" will be active. If the local CSA has installed the ActiveX control you will be able to Click the link and select and upload Files or Folders to upload to the CoP.

A3.1.5. CoP Training Guides are located in the Authoring Guidelines and CoP Training Guides folder on the CoP and a complete list of Training guides can be found at lower right hand side of the AFKN Training CoP Training Guides at <https://wwwd.my.af.mil/afknprod/ASPs/DocMan/DOCMain.asp?FolderID=OO-AQ-AP-DD-1-1&Filter=OO-AQ-AP-DD>.

A3.2. Email Notification to AFDPO. After placing files in your CoP account, MAJCOM and field publishing managers are required to send an email to AFDPO-CTO@pentagon.af.mil stating that files are ready for processing and note the folder name and location on the CoP. Headquarters level publication requests should be sent via email to AFDPO-PPP@pentagon.af.mil. See **Figure 1** and **Figure 2**. Email attachments should include supporting documentation.

A3.3. Formatted Publication Process. After the publication has been reviewed and confirmed for processing, it will be reviewed for formatting errors. The publication will be published in the final format for posting once it passes the formatting review by AFDPO. The following process will take place once the publication is approved for posting:

A3.3.1. The publication will be posted to the e-publishing website.

A3.3.2. An email will be sent to the submitting unit or POC stating the publication has been posted and the files are placed in the completed folder in the applicable file.

A3.4. File Naming Convention. Folders, files and the Doc ID for publications submitted to AFDPO must follow the File Naming Convention guidelines. The title of the publication and the folder name should all be the same as the document identification on the publication. See [Figure A3.1](#) for examples of the file naming convention used for MAJCOM and Base Level publications:

Figure A3.1. File Naming Conventions.

MAJCOM Level

ACCI24-350

AETCI36-2205

USAFEI24-350

Base Level

ANDREWSAFBI10-301

LAJESFIELDI30-103

AVIANOABI11-401

Wing Level

388FWI32-202

MAJCOM Supplements to AFI

AFI11-301_USAFESUP

AFI10-203_AMCSUP

AFI10-203_TRAVISAFBSUP

Base Level Supplements to AFI

AFI11-301_WHITEMANAFBSUP

AFI10-203_TRAVISAFBSUP

Wing Level Supplements to AFI

AFI10-203_388FWSUP

Base Level Supplements to MAJCOM Level

ACCI11-301_WHITEMANAFBSUP

AMCI10-203_TRAVISAFBSUP

Supplement to Supplement

AFI10-244_AMCSUP_DOVERAFBSUP

Supplement Integrated

AFI33-360_USAFESUP_I

Naming Guideline for AFMAN23-110 Supplements

When naming supplements to AFMAN23-110, the following abbreviations should be used:

V=Volume PT=Part CH=Chapter

Examples:

AFMAN23-110V2PT2CH10_90SWSUP

AFMAN23-110V2PT1CH2_AMCSUP

If publications are received by the AFDPO not meeting the above naming standard, files will be returned for corrections.

NOTE: All base names must be spelled out to avoid confusion. The following abbreviations are acceptable:

AFB – Air Force Base

388FW – 388th Fighter Wing

AB – Air Base

All MAJCOM, FOA's and DRU's (e.g., ACC, USAFE, AMC)

A3.5. Graphic Files. Separate graphic files are required to accompany the Word document if they are present in the publication when submitted for formatting. The graphic file will be used in the final document.

A3.5.1. Acceptable graphic file types are .tif, .gif or .jpeg formats.

A3.5.2. There are three options for showing the placement of graphics:

A3.5.2.1. Embedded figures, tables, and illustrations should be placed where they will appear in the final version of the publication. Provide a separate source graphic file for each figure/table/illustration.

A3.5.2.2. Place the title of the graphic where it should appear and on the next line type “Insert graphic X here” (where X is the file name of the graphic, e.g., Fig 2). A separate graphic file must accompany the Word document.

A3.5.2.3. In cases where there is a paragraph or other element that refers to a figure which is graphic in nature and requires that a separate file accompany the word document, placement of the figure must be as close to the referencing paragraph as possible or at least on the same page.

A3.6. Formatting of Publications. AFDPO requires certain format specifications to process documents for posting to the e-Publishing website. The following formatting guidelines are required to accommodate the formatting software tool. See [Figure A3.2](#) for the “Example Format of MAJCOM/Base/Wing Instruction.”

Figure A3.2. Example Format of MAJCOM/Base/Wing Instruction.

<p>RAMSTEINABI90-202 BY ORDER OF THE COMMANDER RAMSTEIN AIR BASE RAMSTEIN AIR BASE INSTRUCTION 90-202 15 JANUARY 2010 <i>Special Management</i> GATEKEEPER PROGRAM COMPLIANCE WITH THIS PUBLICATION IS MANDATORY ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering. RELEASABILITY: There are no releasability restrictions on this publication. OPR: 86 AW/XP Certified by: 86 AW/XP (Mr. Michael Taylor) Pages: 7 PURPOSE This publication implements Air Force Policy Directive 90-2, <i>Inspector General-The Inspection System</i> and Air Force Instruction (AFI) 90-201, <i>Inspector General Activities</i>, and establishes policies and procedures for the control and notification of inspections, audits, staff assistance visits (SAVs) and Air National Guard (ANG)/Air Force Reserve Component (AFRC) visits to 86 AW installations located in the Kaiserslautern Military Community. The 86 AW/CC is the approving authority for all requests to deploy to or visit wing-level and below organizations on any 86 AW installation. 86 AW/XP will not track transient aircraft or troop movement requests or visits to numbered air forces or higher headquarters. Refer</p>
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recommended changes and questions about this publication to the Office of Primary Responsibility. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm> .

1. Office of Primary Responsibility (OPR): 86 AW/XP is the OPR for tracking inspections, audits, external exercises, SAVs and ANG/AFRC visits and acts as the gatekeeper for all 86 AW installations. 86 AW/XP will work with organizations to establish points of contact (POCs) as needed to coordinate, facilitate and execute all ANG/AFRC visits to 86 AW.

2. Responsibilities.

2.1. 86 AW/XP will:

2.1.1. Have knowledge of all inspections, audits, external exercises, SAVs and ANG/AFRC visits to 86 AW installations.

2.1.2. Ensure local visit POCs are established prior to ANG/AFRC arrival.

2.1.3. Ensure wing commanders and base leadership are aware of all planned wing-level and below visits.

2.2. 86 AW/CCP will:

2.2.1. Report any Distinguished Visitor (DV), to include all wing-level visits containing flag-level officers or equivalents, directly to the 86 AW/CC.

2.2.2. Coordinate, assist and advise the assigned project officer on each protocol visit.

2.3. 86 AW/CVI will:

2.3.1. Report inspections, external exercises and SAVs to 86 AW/XP for consolidation into Gatekeeper commander's brief.

2.3.2. Act as the primary POC/host for IG inspection teams during inspections and SAVs.

2.3.3. Track inspections and SAVs for possible credit toward AFI required inspections.

2.4. 86 AW/CPTS will report any inbound audits to 86AW/XP as early as possible, providing timeline, structure, and affected agencies/organizations.

2.5. 521 AMOW will:

2.5.1. Provide 86 AW with knowledge of our inspections, audits, exercises, SAVs and ANG/AFRC visits to its best ability. In the event of short-notice visits, information will flow as quickly as possible.

2.5.2. Select 521 AMOW visit POCs who will submit after-action reports, as required, to 521 AMOW Commander (521 AMOW/CC).

2.6. USAFE/IG will notify 86 AW/XP of all Ramstein scheduled inspections, audits, etc. 86 AW/XP will notify the USAFE/IG Gatekeeper (gatekeeper.usafe.ig@ramstein.af.mil) of all changes to their internal calendar that may impact external visits.

2.7. All other wing-level and below organizations/tenants stationed on an 86 AW installation will:

2.7.1. Notify 86 AW/XP of inspections, audits, external exercises, SAVs and ANG/AFRC visits and provide the start/end date of visit, visiting organization name and POC, estimated number of visiting personnel, names/rank of any flag-level (or equivalent) visiting personnel, reason for visit and other pertinent information required to facilitate the visit.

2.7.2. Provide personnel to act as the primary POC to coordinate the visit.

2.7.3. Provide any and all support approved by wing leadership to host the visiting organization.

2.8. Ramstein Visitor POCs will:

- 2.8.1. Coordinate with the incoming visiting organization to establish a line of communication.
- 2.8.2. Act as the primary interface with the visiting organization and the Ramstein units required to support and host the visiting team.
- 2.8.3. Create an itinerary coordinated with all affected Ramstein organizations.
- 2.8.4. Execute the POC Visit Checklist in Attachment 2 to arrange required support. If the visiting organization is arriving at Ramstein via military aircraft the POC will execute the Ramstein Air Base Reception Support Request Form in Attachment 3. Once completed, the visit POC will return the completed form to 86 AW/XP.
- 2.8.5. Provide an after action report, as required, to 86 AW/XP within 10 days after completion of the visit. The 86 AW/XP will notify the visit POC if an after action report is required.

MARK C. DILLON, Brigadier General, USAF
Commander

A3.6.1. Font should be Times New Roman, 12pt, English (US).

A3.6.2. The word document must be in flush left format with single line spacing. It should be saved in current version of Microsoft Word.

A3.6.3. There should be no paragraph indents after a paragraph number.

A3.6.4. There should be no tabs after a paragraph number.

A3.6.5. Do not add hard returns at the end of a line - only at paragraphs.

A3.6.6. Bullets are not authorized (see AFI33-360, paragraph 2.12.4.2. for exceptions).

A3.6.7. Do not use Auto numbering.

A3.6.8. Format tables as Microsoft tables; do not use tabs to separate material. Create cells instead (See **Figure A3.3**).

Figure A3.3. Example of a Table in a Basic Publication.**Table 2.1. Speed Limits.**

Type of Vehicle	Interstate	Non-Interstate Hard Surface	Gravel	Snow Packed
General Purpose Vehicles	As Posted	As Posted	25 maximum	25 maximum
Vehicles rated > 1 ½ tons (TE and PT for example) and camper vehicles.	55 maximum	55 maximum	25 maximum	25 maximum
Up-Armored HMMWV	55 maximum	55 maximum	25 maximum	25 maximum
4WD Vehicles in 4WD	35 maximum	35 maximum	25 maximum	25 maximum
15-pax Van w/ 10 passengers or less *	60 maximum	60 maximum	25 maximum	25 maximum

A3.6.9. “FOUO” tag must be used to identify paragraphs, tables or figures containing For Official Use Only information.

A3.6.10. In publications that do not contain Chapters, single digit paragraph numbers are used (e.g., 1., 2., 3., 10., 20., etc.).

A3.6.11. In publications that contain Chapters, double digit paragraph numbers are used (e.g., 1.1., 2.1., 3.10., etc.). These paragraphs require titles to create a correct Table of Contents for the integrated publication.

A3.6.12. Front matter page of the publication is standard information which is listed on all publications. See [Table A3.1](#) for descriptions of items listed on the front page of a publication.

Table A3.1. Front Matter Page Line Item Descriptions.

ITEM	EXAMPLE	DESCRIPTION
DOCID Line Format	AFI32-1002_AFRCSUP	MAJCOM'S will abbreviate, AFRC, ACC, AFSPC etc.
	AFMAN32-1002_CANNONAFBSUP	Bases must spell out their name. AFB and SUP are the only allowable abbreviations.
	AFPAM32-1002_944FWSUP	Wings and Groups abbreviate, 944 th Fighter Wing-944 th FW, 85th Group-85GP
BY ORDER OF	BY ORDER OF THE COMMANDER AIR FORCE RESERVE CENTER BY ORDER OF THE COMMANDER 944 FIGHTER WING BY ORDER OF THE COMMANDER CANNON AIR FORCE BASE (ACC)	This line contains the MAJCOM or Base or Wing or whoever issued the publication for implementation-AFRC, 944 th FW, Cannon AFB
Publication Number	AIR FORCE INSTRUCTION 32-1002 AIR FORCE MANUAL 32-1002 AIR FORCE PAMPHLET 32-1002	This will be the basic publication number
MAJCOM or Base/Wing/Group (Supps Only)	AIR FORCE RESERVE COMMAND (AFRC) 944 FIGHTER WING (944FW) CANNON AIR FORCE BASE	This line will contain only the MAJCOM or Base/Wing/Group who is supplementing the basic publication.
Supplement Number (Supps Only)	AIR FORCE INSTRUCTION33-360_USAFESUP	This line identifies the publication type
Publication Date	Place holder – AFDPO will provide date	This line should be the effective date of the supplement - AFDPO will provide date.
Series Title	Civil Engineering	This line is the series title, example: 32 is the Civil Engineering title.
Publication Title	SNOW AND ICE REMOVAL	This line is the same title of the basic publication.
Compliance Statement	Compliance with this publication is mandatory	This line is required for all directive publications
Accessibility Statement	Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or this publication is only available directly from the OPR.	Include this information in your publication.
Releasability Statement	There are no releasability restrictions on this publication	Include this information in your publication.
OPR	SAF/AA	This line contains the office symbol.
Certified By:	SAF/PPP (Captain A.J. Smith)	This line contains the certifying official

ITEM	EXAMPLE	DESCRIPTION
		of this supplement,
Supersedes	AFI32-1002_AFRCSUP, 12 May 2000; AFRCI12-345, 14 December 1999	This line will be used when superseding another publication.
Pages	Pages: 8	This line contains number of pages

A3.7. Supplements. To format supplements and integrate changes into the basic publication the following guidelines must be followed. See [Figure A3.4](#) for “Example Format of MAJCOM/Base/Wing Supplement”.

Figure A3.4. Example format of MAJCOM/Base/Wing Type Supplement.

AFI10-403_USAFESUP

BY ORDER OF THE COMMANDER, UNITED STATES AIR FORCES IN EUROPE (USAFE)

AIR FORCE INSTRUCTION 10-403

UNITED STATES AIR FORCES IN EUROPE SUPPLEMENT

28 May 2009

Operations

DEPLOYMENT PLANNING AND EXECUTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFE/A4R

Certified by: USAFE/A4R (Col Robyn M. Burk)

Pages: 9

AFI 10-403, *Deployment Planning and Execution*, 13 January 2008, is supplemented as follows: The purpose of this supplement is to establish policy and procedures unique for United States Air Forces in Europe (USAFE) theater. This supplement applies to all United States Air Forces in Europe (USAFE). It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. The use of the name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://my.af.mil/afrims/afrims/afrims/rims.cfm>

1.4.6.2.1. (Added) The Deployment and Readiness Policy Branch (USAFE/A4R) is the office of primary responsibility (OPR) for command deployment guidance and for implementing deployment concepts. Deployment matters that can be identified to a specific USAFE directorate or staff function will be worked by that agency. USAFE staff functional area managers (FAM) will coordinate deployment guidance through USAFE/A4RR prior to issuance.

1.4.6.5.1. (Added) USAFE/A4RR is the command point of contact (POC) for the Integrated Deployment System (IDS). Units requiring Logistics Module (LOGMOD)/LOGMAOD Stand-Alone (LSA) procedural or technical assistance will contact Deployment Policy (USAFE/A4RD), at Digital Switching Network (DSN) (314) 480-7449 during normal duty hours, prior to requesting assistance from the Field Assistance Branch (FAB). Outside of normal duty hours and for urgent concerns contact the FAB directly and back brief USAFE/A4R. (FAB contact information is DSN (312) 596-5771, extension 113.)

1.4.6.8. (Added) USAFE/A4R will conduct deployment assistance visits when requested. USAFE/A4R may request necessary augmentation from the applicable Numbered Air Force (NAF) staff if headquarters resources are exhausted. The purpose of a deployment assistance visit is to assist the commander in the review of deployment procedures and adherence to command policy. Visits will be conducted as follows:

1.4.6.8.1. (Added) Deployment assistance visits (DAV) will be conducted in conjunction with unit deployment exercises. Requests should reach USAFE/A4R at least 60 calendar days prior to the assistance visit. USAFE/A4R will work with wing trusted agents to set up short notice DAVs.

1.4.6.8.2. (Added) The installation commander or designated representative, applicable Logistics Readiness Squadron (LRS) commander, and installation deployment officer (IDO) will be provided a written report and briefed on the results of the visit prior to the team's departure.

1.4.7.4. (Added) Air & Space Expeditionary Force (AEF) Policy and Management (HQ USAFE/A3ZA) is the USAFE Manpower and Equipment Force Packaging (MEFPAK)/Unit Type Code (UTC) Availability Manager and the responsible agency for distribution of the UTC Availability to affected agencies. The UTC Availability is a listing of a unit's UTC posturing and is updated/distributed monthly. Refer UTC Availability questions to the respective FAM.

1.5.1.2.1. (Added) Provide a copy of the IDO appointment letter to Third Air Force Directorate of Logistics (3 AF/A4), USAFE/A4R, and USAFE/A3ZA.

1.5.1.3. The wing/installation commander must document the frequency and scope of deployment exercises to be conducted during the upcoming AEF cycle. At a minimum, 60 days prior to the start of the cycle, documentation should be addressed to the wing/installation exercise evaluation team, inspector general or other exercise management agency and courtesy copy the IDO. IDO must maintain deployment exercise frequency requirements documentation in the Installations Deployment Readiness Cell (IDRC) for the previous, current, and, when applicable, upcoming AEF cycle.

1.5.1.3.1. For a deployment event to be used as an exercise, personnel and equipment deployment discrepancies must be identified, documented, and corrected. This should be an installation managed effort; IDOs must request installation exercise evaluation teams (or others

outside the LRS organization) be involved to indentify, document, and track discrepancies until corrected. The IDO must keep a copy of an After Action Report (AAR) or other documentation on file. Using the information provided by the deployment event AAR, the wing/installation commander must document his/her determination that an exercise requirement has been met. The deployment event AAR and the wing/installation commander's authorization memorandum must be kept on file by the IDO.

1.5.1.3.3. (Added) If a UTC is tasked five times, each of the personnel and equipment packages should be exercised. Wings should avoid exercising the exact same passenger (pax) and cargo over and over again. The installation commander may take exercise credit for a real world deployment if the scope meets the UTC plan tasking and is fully evaluated by an exercise evaluation team or equivalent.

A3.7.1. The tag “(Added)” is required on elements that the supplementing MAJCOM, Base or Wing want to add that do not already exist in the basic publication. These elements can be; Chapters, Parts, Sections, Paragraphs, Tables, Figures and Attachments.

A3.7.2. If a new Chapter, Section or Attachment is added, all the items listed must use the tag (Added). The tag (Added) is the only tag used and no other tags are required. This tag is not required on NOTES, WARNING or CAUTION items that are displayed after the paragraph .

A3.7.3. When supplementing a first level paragraph you must use the title from the basic publication if one is used.

A3.7.4. Do not use Chapter, Part, Section or Attachment headers and titles unless supplementing all the items in these elements. **NOTE:** Exception is Attachment 1 when used as the Glossary of References and Supporting Information. The complete title must be used for all areas that are being supplemented.

A3.7.5. Signatures must be placed after the last elements in the body of the supplements.

A3.7.6. When superseding a previous supplement, a Summary of Changes is required. The Summary of Changes should briefly list the revised information.

A3.8. Supplementing a Supplement. A supplement to a supplement, when fully integrated covers almost all levels of guidance and requirements that is needed to provide mission support and functionality from the HAF to the MAJCOM down to the base or wing units. Example titles include AFI10-345_AMCSUP_SCOTTAFB SUP, AFMAN99-865_ACCSUP_HOLLOMANAFBSUP and AFPAM10-244_AFRCSUP_944FWSUP.

A3.8.1. Some of the special elements required in this type of publication are:

A3.8.1.1. Correct file and DocID names. These must match.

A3.8.1.2. The product type and numbers (short titles) of both publications being supplemented are required in the lead line of the opening paragraph (e.g., AFI12-345, and AFI12-345_AMCSUP, are supplemented as follows:).

A3.8.1.2.1. If a MAJCOM supplement has (Added) elements in the supplement (such as paragraph 1.2.3. (Added)), and the submitter wishes to supplement this paragraph in the supplement, only the paragraph number 1.2.3. should be displayed. **Do not** use

the (Added) tag. This applies to all other elements as well, including Chapters, Sections, Figures, Tables, etc.

A3.9. The Integrated Publication. The integrated publication is the basic and the supplement publications combined. The integrated publication will always display the basic publication and its elements first, then MAJCOM elements followed by the supplementing unit's elements. The file name will always have an underscore followed by the capital letter I (e.g., AFI12-345_AFSOCSUP_I), to indicate it has been integrated.

A3.10. Supplementing a Table. When supplementing a Table from the basic publication, the table number and its title are required (see [Figure A3.5](#)). Then recreate the table in likeness (rows and columns with titles/headers as displayed in the basic) and insert the supplementary information accordingly. In some instances, submitters will need to recreate the entire table from the basic in order to add new information. In such instances, there will be two tables displayed, first will be the original table from the basic followed by your table and will be displayed when the integrated publication is created. The first will be the original table from the basic, followed by the new table.

Figure A3.5. Example of Supplementing a Table (Adding a New Table).

Table 14.3. (Added) AFB Ramp FOD Walk Minimum Unit Participation.

932 AW FODPP Monitor = 1	375 AW FODPP Monitor = 1
932 AES = 1	375 OSS = 5
932 AW/SE = 1	375 SFS = 1
932 MXS = 5	375 AES = 2

A3.11. Table of Contents. A Table of Contents (TOC) will be created by AFDPO during processing for electronic publications that are 20 or more pages in length. Do not forward electronic publications with a TOC as the TOC will be deleted. OPRs are required to provide a TOC for camera ready publications (non-electronic physical products and classified publications) that are not formatted by AFDPO. NOTE: Supplements to DOD issuances will use the existing TOC from the DOD issuance.

A3.12. Certifying the Currency of Publications. To certify a publication as current, the OPR reviews the publication to first determine if there are changes required to the publication. Publications must be in compliance with this publication, AFI 33-360 and reflect current subject matter policy and guidance to be certified current. The OPR must indicate this on the AF Form 673 and submit it to the publications/forms manager. The Field Publications/Forms manager will provide the Certified Current date via e-mail to AFDPO-CTO@pentagon.af.mil for processing. The OPR for Departmental publications must submit AF Form 673 to AFDPO-PPP@pentagon.af.mil. For both Field and Departmental publications, AFDPO will add "Certified Current," and the date provided under the publication title and post on the e-Publishing website. (See [Figure A3.6](#))

Figure A3.6. Example of a Certified Current Publication.

BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND



AETC INSTRUCTION 36-2909

2 MARCH 2007

Certified Current 8 September 2009

Personnel

PROFESSIONAL AND UNPROFESSIONAL
RELATIONSHIPS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AETC/JAJ
Supersedes AETCI36-2909, 31 May 2006

Certified by: HQ AETC/JA (Col Dwight D. Creasy)
Pages: 9

A3.13. For Official Use Only (FOUO). To properly format documents that contain FOUO material, the OPR must mark (FOUO). Documents will be marked “FOR OFFICIAL USE ONLY” at the bottom of the front cover (if there is one), the title page (if there is one), the first page, and the outside of the back cover (if there is one). Pages of the document that contain FOUO information shall be marked “FOR OFFICIAL USE ONLY” at the bottom. This must be in compliance with DOD 5200.1-R and the AF supplement to this regulation. Items must be marked or AFDPO cannot use the FOUO tags. Items not properly marked will be returned.

A3.14. Unique Products. OPRs must submit .pdf files and metadata for unique products (e.g., visual aids, supplements to DoD Issuances, etc.) to AFDPO.

A3.15. Remove files from the CoP. Publications/Forms managers must remove files from the completed folder on the CoP within 90 days of email notification.

Attachment 4

AFDPO PRODUCT REVIEW CHECKLIST

Table A4.1. AFDPO Product Review Checklist.

Product Review Checklist			
Publications Checklist		Departmental Forms Checklist	
1. Review email for all attachments (HAF only)		1. Review email from OPR for valid name, phone, office symbol, product type and number (short title), and publication title (long title)	
2. Access CoP files (Wing level and above only)		2. Include draft of new or revised form	
a. Word Document		3. Ensure metadata is included	
b. Graphic files (.tif, .gif, .jpeg)		4. Include AF Form 673 completed in accordance with AFI 33-360	
c. .pdf for each visual aid. PMs ,GMs, and DoD Supps should be in Word format. This will ensure it is easy to apply the date to the document prior to posting.		5. Submit with HAF two letter/digit organization coordination signatures. The two letter may designate to lower level office with the organization to provide the response and sign off on the coordination form provided	
d. For initial coordination, use AF Form 673 or 1768 (Staff Summary Sheet) (HAF only). AF Form 673 required for final processing. Ensure it is filled out completely in accordance with AFI 33-360. If noted on AF Form 673, ensure Adopted Forms and Prescribed Forms are noted in the last two paragraphs of publication – before the authentication line		MAJCOM Forms Checklist	
3. Send individual email for each request to AFDPO-CTO@pentagon.af.mil (for MAJCOM) and AFDPO-PPP@pentagon.af.mil (for HAF). Submit documents via AFDPO File Exchange CoP (for Wing level and above) (https://www.d.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=AF-SC-01-35) for processing		1. Review email from OPR for valid name, phone, office symbol, form number (short title), and form title (long title)	
a. Word Document		2. MAJCOM form request must include: .xhdl (unlocked form) and .xhdl (locked form) versions. Examples: USAFE606_unlocked.xhdl and USAFE606_locked.xhdl versions. Examples: USAFE606_unlocked.xhdl and USAFE606_locked.xhdl	

Product Review Checklist			
Publications Checklist		Departmental Forms Checklist	
b. Graphic files (.tif, .gif, .jpeg)		3. Completed package will include appropriate email/OPR information, unlocked and locked versions of the form	
c. .pdf for each visual aid, DoD Sups & special publications		4. Ensure metadata is included in the unlocked (“.xpdf”) form	
4. Validate Front Matter of Word Document			
a. Doc ID/Pub Type and Number. Ensure file names conform to established naming conventions			
b. By Order Statement			
c. Publications Type and Number			
d. Publication Date (TBD)			
e. Series Title- Must agree with number (e.g., 10=Operations)			
f. Publication Title (Long Title)			
g. Accessibility Statement			
h. Releasability Statement			
i. OPR: Organization/Office Symbol			
j. Certified By Line: (e.g., 844 AFCA/CC (Major John Smith))			
k. Supersession Line (required only if document is a revision)			
l. Number of pages			
m. Summary of Changes Paragraph			
n. Ensure last two paragraphs are prescribed and adopted forms			
o. Authentication Line at the end of the document’s last paragraph. Attachment 1, Glossary of References and Supporting Information should always follow Authentication line			